

201—12.5(17A) Notice of hearing. The notice of hearing shall state:

12.5(1) The date, time and place of hearing.

12.5(2) A statement that the party may be represented by legal counsel at all stages.

12.5(3) A statement of the legal authority and jurisdiction under which the hearing is to be held.

12.5(4) A reference to the statutes and rules involved.

12.5(5) A short and simple statement of the deficiencies cited.

12.5(6) A statement that the respondent has the right to appear at a hearing and be heard.

12.5(7) A statement requiring the respondent to submit an answer, as outlined in rule 12.6(17A).

12.5(8) A statement requiring the respondent within the period of five days after the receipt of the notice of hearing to:

a. Acknowledge receipt of the notice of hearing on the form provided with the notice.

b. State whether the respondent requests a change in the date and time of hearing.

c. Furnish the director with a list of potential witnesses and their current addresses which the respondent intends to have called. The department of corrections shall not pay witness expenses.